

# Retention and Classification Report

**Agency:** Garfield County (Utah). County Treasurer (2264)

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## **Records Officer**

09933	Tax assessment rolls
20310	Tax assessment rolls indexes

**AGENCY:** Garfield County (Utah). County Treasurer

**SERIES:** 9933

3

**TITLE:** Tax assessment rolls

**DATES:** 1881-1886; 1891; 1894-

**ARRANGEMENT:** Chronological, thereunder numerical by parcel number

**DESCRIPTION:**

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with an affidavit (UCA 59-2-326 (1995)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 9.

**AUTHORIZED:** 05/12/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Garfield County (Utah). County Treasurer

**SERIES:** 9933

**TITLE:** Tax assessment rolls

(continued)

**APPRAISAL:**

Administrative Historical

Tax assessment rolls are historically valuable because they identify all property owners within a county.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Garfield County (Utah). County Treasurer

**SERIES:** 20310

3

**TITLE:** Tax assessment rolls indexes

**DATES:** 1895-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This index is a listing of all property owners in the county.  
"Upon receipt of the assessment roll, the county treasurer shall index the names of all property owners shown by the assessment roll" (UCA 59-2-1317(1) (1995)). The index includes the property owner's name and reference number where listed in the tax roll.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 10.

**AUTHORIZED:** 07/14/1998

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**AGENCY:** Garfield County (Utah). County Treasurer

**SERIES:** 20310

**TITLE:** Tax assessment rolls indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public